

## **GUIDELINES - BERA ACTIVITIES**

This memo is intended to serve as a guide to:

1. Employees who wish to introduce new activities to the BERA Board, and
2. Members of newly approved BERA activities.

### **REQUESTS FOR NEW ACTIVITIES**

The BERA Board is always willing to consider employee requests for sponsorship of new activities. However, the following preliminary requirements must be satisfied prior to the time such requests are addressed to the Board:

1. Make certain no less than twelve employees have expressed interest in the activity being introduced. Suggestion – Interest can be generated by word-of-mouth, or by placing an ad in the classified page of the Bulletin.
2. Prepare a written proposal to the BERA Board including such activity information as:
  - purpose
  - goals
  - tentative program of events
  - projected budgetary needs
  - participation requirements, if any.

### **NEWLY APPROVED ACTIVITIES**

1. After an activity is approved for BERA sponsorship, members of the activity (especially elected officers) should become familiar with the BERA Constitution, Bylaws and Procedures. A copy of the BERA Administrative Manual will be issued to the activity for study and reference.

Particular attention should be given to:

- Budget Accounting (if applicable)
- Ticket Sales Policy (if applicable)
- Participation Policy

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2. It is desirable that each BERA activity be governed not only by the policies and procedures established in the BERA Administrative Manual, but also by its own constitution and/or by-laws. Therefore, as soon as possible after an activity is approved, a draft of a governing document should be written and submitted to the BERA Board for review. The purpose of this review is to make certain the rules and regulations proposed by the activity do not conflict with those in the BERA Manual.
3. Members of new activities are sometimes bewildered about prescribed protocol when a problem arises within an activity. Since yours is a BERA activity, all complaints and/or problems must be directed to the President of the BERA Board, who in turn will discuss the matter with the full Board (of 8 voting members). If it is found the matter is within the purview of the Board, a decision will be made. If, however, the Board feels the matter requires, so to speak, "decision by a higher court", it will be directed to the Administrative Office of the Human Resources Division.
4. If an activity is planning a special event, i.e., Party, dance, concert, the BERA Board must first be notified. All plans thereafter, must be coordinated with the Recreation Supervisor. This includes the signing of contracts or letters of agreement between the activity and an outside second party. Most times, these contracts are signed by either the Recreation Supervisor or the Director, Human Resources.
5. All Bulletin articles pertaining to BERA activities must first be routed to the Recreation Supervisor for approval.
6. All BERA activity requests for BNL services (quick copy, printing, etc.) are subject to approval by the Recreation Supervisor.
7. In accordance with Laboratory police, raffles of all kinds are not permitted on site.

Final Note: Questions relating to any BERA matter may be directed to the BERA Executive Board President, in his/her absence, to the Recreation Supervisor.